

Final Plat, Replat, Minor Plat, Amended Plat and Plat Vacation Check List

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

GENERAL

- ☐ Title block located in lower right corner with subdivision name, plat type (eg. Final Plat) block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, and City project number (to be provided at time of submittal).
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number for owner, applicant, and surveyor and/or engineer.
- ☐ Location/vicinity map (do not use website maps. Only use single line drawings)
- ☐ North arrow and scale appropriate for the level of detail – multiple sheets may be required
- ☐ Legal (metes and bounds) description with total acreage
- ☐ Property boundary drawn with “phantom” line type and with dimensions and bearings
- ☐ Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- ☐ Lots and blocks with lot and block numbers. For single family, two family, and town home developments, include a table of lot and block numbers with the square footage of each lot (provide in a separate 8 ½ x 11 for the file)
- ☐ Building Lines along street (for MF-1, MF-2, SF and 2F residential uses only)
- ☐ Outline of all property offered for dedication for public use
- ☐ Surveyor's certificate (signed and sealed) with notary block
- ☐ City approval signature block located on the right side of the page (See page 42)
- ☐ Certificate of ownership with notary block(s)
- ☐ Note stating which zoning or planned development standards apply to the subdivision (only for residential)
- ☐ List the following note on the plat: “Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits
- ☐ Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- ☐ Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, Public Way, access, drainage, and drainage and detention)
- ☐ **For residential plats** - Typical lot detail showing all setbacks for all single family districts
- ☐ **For residential replats only** - List of all property owners within 200 feet of the property within the subdivision to be replatted. The worksheet calculating postage due and peel-off address labels with the names must be submitted with the application.
- ☐ **For all replats** – purpose of and justification for replat statement (i.e.: “The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because _____.”)
- ☐ Additional documents necessary for dedication or conveyance of easements or rights-of-way

ENGINEERING

- ☐ Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- ☐ Filing information for all existing easements and rights-of-way
- ☐ Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- ☐ Locations, material, and size of all monuments found and set. The surveyor will construct two concrete monuments in accordance with the City of Frisco “Standard Detail for Reference Monuments” and establish grid coordinates for the monuments in reference to City of Frisco GPS Monuments using the City of Frisco Combined Scale Factor as necessary. Elevations will be established on the two monuments in reference to the City of Frisco GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.
- ☐ Two opposing property corners in 3D coordinates
- ☐ Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: “no floodplain exists on the site.” A floodplain reclamation study is required with the engineering plans if reclamation is proposed
- ☐ Drainage and detention easement limit shall be at the freeboard elevation

TRAFFIC

- ☐ Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- ☐ Dimension property to centerline of right-of-way
- ☐ Right-of-way dedications or reservations

Preparer's Signature _____